



DEPARTMENT OF OFFICE ADMINISTRATION
COURSE OUTLINE – Fall 2014
OA2310 A2 3(2-0-1) Legal Office Procedures I

Instructor Cara Leaf
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Office Hours M T TH 10:00-11:20
or by appointment

**CREDIT/
CONTACT HRS:** 3 Credits / 45 Hours

**DELIVERY
MODE:** Lecture

PREREQUISITE: None

TEXTBOOKS: Edwards, Linda L., *Law Office Skills*. Thomson Delmar Learning, 2003

Bedford, Jennie, *Legal Keys Keyboarding Drills & Terminology*, 2nded, Tusker International Consulting Ltd,2004.

**COURSE
DESCRIPTION:** This course is an introduction to legal office procedures. Upon completion students will have a thorough knowledge and understanding of office procedures specific to a law firm including opening, closing, and maintaining client files; preparing legal correspondence; the mechanics of timekeeping and creating billing statement; as well as managing office politics and human dynamics. The students will also be introduced to the requirements under the Wills Act in relation to the creations of a valid will, power of attorney, and personal directive. Records and time management will also be emphasized.

GOALS:

- To gain the knowledge required to function effectively in a productive and efficient law office environment
- To develop a basic knowledge of the legal secretary/assistant's clerical and practical duties required in a law office
- To develop and apply the procedures involved in estate planning and in the creation of estate documents
- To develop basic legal knowledge and understanding of family law.

OBJECTIVES:

The student will:

- recognize what it means to dress, act, and behave professionally
- recognize and apply effective phone, voice-mail, and e-mail techniques
- describe the concept of effective time management
- formulate plans to efficiently manage their time
- perform and apply common billing practices and the mechanics of law office time keeping
- illustrate the mechanics of effective file management
- recognize, evaluate, and justify the realities of office politics
- recognize, evaluate, and apply methods to work effectively with "challenging" clients, attorneys, and colleagues.
- identify and apply the rules of estate planning and prepare law office documents.
- identify and define the concepts and terminology involved in family law.
- develop expertise in keying legal material – improving keying skills in both speed and accuracy

GRADING:

Assignments	25%
Quizzes & Tests	35%
Professionalism	10%
Final Exam	30%

Note: Speed, accuracy, as well as proofreading and correction skills will be fundamental in the evaluation of legal documents prepared

What is Professionalism?

Webster's Dictionary definition of professionalism is, "the conduct, aims, or qualities that characterize or mark a profession or a professional person." While that definition of professionalism defines the word, it does little to help us understand which qualities and characteristics are important, or how we can demonstrate our professionalism throughout the semester. Practicing the key concepts (listed below) will help you to master

professionalism and prepare you to display this important aspect of your working self throughout the semester and during any work experience placement.

The students will demonstrate professionalism and job success skills through:

- **Conduct & Character** – Your values, behaviors, and the demeanor in which you perform your daily tasks.
 - This includes consistent attendance or online presence; fulfilling your duties properly, and in a timely manner while respecting the learning of others and projecting a professional image; conducting yourself with integrity: a concept of consistency of actions, values, methods, measures, principles, expectations, and outcomes; striving to be regarded as honest and truthful.

- **Competency & Excellence** — the quality of being outstanding or extremely good at what you do; surpassing ordinary standards; A display of competence indicates sufficiency of knowledge and skills that enable someone to act in a wide variety of situations.
 - Ability to complete work at a high standard or high quality. Capable and willing to participate in on-line activities and discussion forums with substantive and quality contributions reflecting your knowledge of course content. In order to demonstrate excellence, you must take initiative to go beyond what is required and display a commitment to continually make improvements; exhibit an understanding of your roles and responsibilities and be accountable for them; Be committed to problem solving and trouble shooting, while also aiding those around you.

- **Collaboration & Team work**--the ability to work collaboratively, while demonstrating professional and ethical conduct with classmates and instructors
 - Displaying the best aspects of teamwork, and practicing good communication skills.

TRANSFERABILITY:

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

STATEMENT ON PLAGIARISM:

The instructor reserves the right to use electronic plagiarism detection services. Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

GRADE CONVERSION CHART:

Administrative Technology Department Grading Conversion Chart			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4	90 – 100	EXCELLENT
A	4	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	76 – 79	
B	3	73 – 75	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C⁻	1.7	60 – 63	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL